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DD/S REGISTRY

FILE 0 + m6

25 September 1969

MINUTES

SUPPORT SERVICES HISTORICAL OFFICERS MEETING

24 September 1969 - 1330 Hours
DD/S Conference Room

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3. Historical Papers -- The Chairman acknowledged receipt of several draft and completed papers since the last meeting of historical officers. These originated in the Offices of Training, Logistics, Personnel and Medical Services. Some of these have been published while others await final review and approval.

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4. Completion Schedules -- Reference was made to the report submitted by the Chairman, Support Services Historical Board, to the DD/S in June 1969, and the subsequent comments that the DD/S made with reference to the slippage in the completion dates. Some discussion ensued with Messrs. [] and [] noting their need for annuitants who could assist their offices for short periods of time on a contract basis. These people must have the capability of writing monologues.

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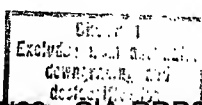
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5. Program Points -- Mr. [] went over a number of points having to do with the Support Services program, including record keeping; accessibility of historical documents; the identification of key personalities in each component (and requested lists of these key personalities be furnished to him); the usefulness of advising each component of overseas returnees and potential retirees (decided not useful); the numbering system for approved historical papers, etc.

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Mr. [] also passed out a revised chronology of Agency executives and a

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copy of a pamphlet written as a training aid by the Office of Training on "The Writing of Reports."

6. The meeting adjourned at 1500 hours.



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Chairman

Support Services Historical Board

Distribution:

Orig - DD/S Subject

1 - DD/S Chrono

1 - RBW Historical File

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